



OCTOBER 21, 2024

Updated 11/8/2024

**RE: City of Oshkosh - Request for Proposals –Inspections Codes, Permits and Fees Review**

**A. OVERVIEW**

The City of Oshkosh is interested in conducting a thorough assessment of various aspects of the City’s Inspection Services Division codes and tasks including reviewing the existing city codes that the Division enforces, permit fees, and permit requirements. The Inspection Services Division is located within the City’s Community Development Department along with the Economic Development Division, Planning and Zoning Division and the Assessment Services Division. The Inspections Division administers the Building, HVAC, Electrical, and Plumbing permits needed for construction projects for both commercial and residential properties. Among permit administration, the Inspections Services Division also administers code enforcement and the city’s Weights and Measures program. A staff of ten (10) people perform the plan reviews, issue permits, and conduct the inspections.

The City of Oshkosh reviewed 176 building plans for compliance, processed 4,788 permit applications and conducted 5,991 inspections in 2023. The City works with a third-party reviewer who assists the city with plan review as well. Permit fees for permits were last updated in 2013.

The City desires to retain the services of a consultant to prepare various recommendations to update the fee schedule for permits required by the City, compare the City’s required permits with the permits that other municipalities require and review the City’s codes that the Inspection Division administers.

The City last completed a development review process update in 2010 that included the Inspections Services Division, but is looking to identify fees, codes, or requirements that the City of Oshkosh currently requires but other municipalities do not, which may be perceived by developers, contractors, architects, residents, etc. as cumbersome to development in the Oshkosh Community. Staff has made notable enhancements to streamline the review process over the past 14 years including updating the plan submittal process, establishing deadlines for internal staff to review plans, upgrading the city’s permitting and plan review platform (Evolve), creating an online portal to submit plans and permits, improving communication with developers, obtaining certification to be a registered agent in the state to review building, HVAC and plumbing plans and reaching out to contractors for input on how the city can improve.



Improvement to the development review process is a goal that the Oshkosh Common Council has identified within their 2025-2026 *City of Oshkosh Strategic Plan*; with overarching objectives focused on establishing consistent and effective review processes, consistent application of the building and zoning codes, obtaining constructive feedback from the city's customers going through the development process and improving internal processes to reduce unnecessary staff work.

The Community Development Department has the largest role in the development review process through the Economic Development Division, Planning and Zoning Division and the Inspection Services Division all within the Community Development Department.

### **Current Rates:**

Attached are the current permit fee structures with varying rates depending on what type of permit is desired.

### **Required Permits:**

Permits are required for the following:

- New construction or an addition to a building.
- Alterations/remodeling (kitchen cabinets, drywalling, etc.).
- Construction of a detached garage, lean-to, storage building, gazebo, etc., or any additions or alterations to those buildings. This includes the placement of pre-fab sheds, and buildings built off-site.
- Construction or reconstruction of stairs, decks, stoops, porches, or ramps.
- Residing of a building. (Make sure house numbers get reinstalled upon completion.)
- Installation/replacement of roofing (shingles, decking, etc.).
- Shingles can be installed over no more than one layer of existing shingles.
- Metal roofs are NOT allowed on residential buildings in the City unless they meet certain guidelines and are approved by the City of Oshkosh Planning Division.
- Replacement of windows and doors.
- Installation of new windows. (Exception: a permit is not required for sash replacement only.)
- Installation of electrical wiring including the replacement of light fixtures.
- Installation or replacement of plumbing fixtures.
- Installation or replacement of heating units and air conditioning units. (Exception: a permit is not required for window-mounted units.)
- Construction or installation of a swimming pool.
- Demolition of structures including garages. Please note that a plumbing permit is required for the disconnection of the water and sewer prior to obtaining a building permit for razing the structure.



- Construction, replacement or expansion of a fence, patio or driveway.
- Moving of constructed buildings in or outside of the City of Oshkosh.

Permits are not required for:

- Interior painting or wallpapering.
- Pouring of a concrete sidewalk (maximum 4 feet in width).
- Flooring.
- Replacement of a faucet.

### **Municipal Codes Administered by the Inspections Services Division:**

The City's Building Inspections Services Division administers multiple codes within the City's Municipal Code. Building Inspections is primarily responsible for Chapter 7- Building, Chapter 16- Housing, Chapter 29- Weights and Measures but also enforces aspects of Chapter 11- Electrical Code, Chapter 17- Morals and Conduct for code enforcement items and Chapter 20- Plumbing for plumbing approvals. The building codes have many restrictions on how and when those codes can be updated or amended.

The State of Wisconsin Department of Safety and Professional Services (DSPS) administers the building codes that municipalities are required to adopt and follow. DSPS has two Code Councils made up of private contractors, building inspectors, trades representatives, engineers, etc. who are appointed by the Governor to advise DSPS on matters related to dwelling codes (residential) and commercial building codes. These two councils are tasked with reviewing codes and making recommendations on code language for the State to adopt. The recommendations are passed along to State Committees for consideration and then passed on to the State Legislature for adoption. Municipalities do not have the option of adopting or enforcing a code that is either less or more restrictive than the State's adopted codes. The State's codes are included in Chapter 101 of the Wisconsin State Statutes. In addition to Chapter 101, the city has also adopted SS 145.02 for Plumbing.

The City of Oshkosh is one of a handful of municipalities in the State of Wisconsin who have been appointed as a "Delegated Agent" of the State to perform additional plan review, permitting and inspections that other municipalities are not able to offer. This designation is beneficial to business owners, developers and contractors who develop in Oshkosh as it reduces the amount of time it may take business owners, developers and contractors to obtain approvals as the contractor can come to the City for approval instead of the State. This designation also requires that the city adopt additional state statutes for Commercial Building Code and One-and Two-Family Dwellings within Chapter 7 of the Municipal Code, Electrical Code in Chapter 11 and Plumbing in Chapter 20.



Please note that there is another RFP that the City has released concurrently in addition to this RFP for services to conduct a thorough assessment of its development review process to improve internal processes, establish consistent outcomes, and identify improvements to streamline the overall review process. The city will permit a consultant to submit a proposal in response to both RFPs.

## **B. OBJECTIVES**

The City seeks proposals from qualified individuals or firms to provide professional services to conduct a thorough review and evaluation of the Inspections Division required permits, fee structure, municipal building codes, and establish on-going procedures to facilitate implementation and improve service delivery. The selected Consultant shall work closely with City staff to: 1) evaluate the City's existing permit fee structure and recommend improvements; 2) audit the municipal code chapters that are administered by Inspections Division staff and provide recommendations for improvements; 3) evaluate the permits that the City requires compared to permits that other municipalities may or may not require which may put the City at a disadvantage of attracting investment; 4) establish implementation procedures for the agreed-upon changes; 5) determine if the City is using best practices to communicate expectations and requirements to the private development community during projects; and, 6) engage with internal and external stakeholders aligned with the permitting process.

Consultant recommendations should be supported by best practices or evidence-based operational practices. See the Scope of Services below for a more detailed list of objectives.

## **C. PROJECT TEAM**

City staff members from various city departments, with participation from private developers, contractors, engineers, architects and/or community economic development partners, will act as a steering committee that will provide regular ongoing direction to the consultant as needed.

## **D. CONTENTS OF PROPOSAL**

The following information is to be submitted as part of the proposal:

- Cover pages, appendix materials, and table of contents
- Please use 11-point font or larger and do not use 11"x17" sheets
- Attachments may be included as appropriate
- The proposal should follow the layout below by section with each section separated by a tab



1. **Executive Summary:** The consultant should address their approach to the project in terms that would be understood by the general public.
2. **Cover Letter:** A cover letter must be attached and must include the following:
  - a. Project title- "City of Oshkosh - Inspections Codes, Permits and Fees Review RFP Submittal - *YOUR FIRM NAME*"
  - b. Name(s) of the person(s) authorized to represent the consultant in any negotiations
  - c. Name(s) of the person(s) authorized to sign any contract that may result;
  - d. Contact person's name, mailing or street address, phone number, and email address
  - e. Any additional items the consultant believes should be added to the cover letter
3. **Introduction:** Understanding of the project goal of assessing the City's current permit fee structure, required permits, municipal building codes and the anticipated scope of work listed in Section E of this RFP.
4. **Firm Description:** Describe the firm's qualifications, areas of expertise, length of time in business, number of employees, and other information that would be helpful in characterizing the firm. Describe the resource availability to perform the work for the duration of the project. Provide the location of the firm's home office and the address of the office that will manage the project, if different.
5. **Project Team:** Include an organizational chart and task matrix detailing the division of responsibilities. Provide a professional resume for key personnel, including major sub-consultants proposed to be assigned to the project. Describe their unique qualifications and relevant experience on similar or related projects. Response submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm.
6. **Technical Proposal and Work Plan:** Describe how you would propose to accomplish the major tasks identified in the Scope of Work in Section E of this RFP. If applicable, discuss any unique aspects of the project, alternative approaches that might be considered, or any other special considerations. Include recommendations or suggested modifications to the Scope of Services. Identify tasks that the Consultant will perform versus tasks that City staff will perform or coordinate. Include the proposed project schedule.



7. **References:** Provide the names of at least two (2) comparable-sized municipalities, preferably or private clients for which the firm has conducted similar work within the past six (6) years.
8. **Fees:** List a per-hour budget estimate associated with the anticipated scope of work and meetings in Section E of this RFP as well as any alternative services.

## **E. SCOPE OF WORK**

### **1. Organization and Operations Assessment with a Comparative Analysis:**

- a. Review and analyze the City's permit fee schedule and methodology used to calculate fees for all the various permits.
- b. Review and analyze the historical costs associated with issuing building permits in comparison to the revenues brought in from fees.
- c. Audit the City's existing municipal code chapters related to building and housing to identify code language that can amended by the City to encourage development in the community.
- d. Identify five (5) similar sized municipalities in Wisconsin and compare the City's permit fees, required permits, and building codes to those other communities.
- e. Analyze opportunities to incorporate existing or emerging field technologies into the city's review, permitting, and inspection processes.
- f. Review and analyze all types and forms of internal and external communications used by the city to educate residents and developers throughout the different steps of the development process to obtain permits and the associated fees that will be required.
- g. Outreach to stakeholders to obtain feedback on customer and/or staff communications and perceptions of the fees, necessary permits, and processes.
- h. Any additional items that the consultant believes should be added to analyze the existing process.

### **2. Final Report with Executive Summary, Recommendations, and Implementation Plan:**

- a. Executive Summary to summarize the approach, key findings and recommendations.
- b. Provide a recommended permit fee structure that will generate the level of revenue needed to operate the Division, but ensuring there is an equitable distribution of those fees amongst all required permits.
- c. Identify specific permits that are not required by other municipalities and provide an analysis demonstrating how much revenue would be lost by the City from the lack of permit fees collected should those permits not be required.
- d. Determine language within the municipal code that could be amended in order to encourage private investment in the City and "level the playing field" compared to other municipalities.





- e. Identify public and private perceptions of developing in Oshkosh that are obstacles in achieving both a “customer-friendly community” reputation and the city’s desired development standards. Identify solutions to improve the perceptions.
- f. Identify options and processes for improving internal and external communications to streamline the permitting and inspections processes.
- g. Identify any emerging community development trends (local, state, or national) that would have a positive impact on the city’s permitting and fee process.
- h. Establish a timeline to implement specific recommendations over a one (1) year period.
- i. Any additional items that the consultant believes should be added to the recommendations and implementation plan.

### **3. Meetings:**

- a. Project kick-off meeting with the staff project team to identify and refine the scope of work, confirm the timeline, clarify roles and responsibilities, and identify project resources
- b. The city expects that most meetings can be held virtually with a minimum of three (3) in person meetings or as determined by the final contract
  - i. In person meetings may include discussions with members of the private development community, stakeholders and city partners.

### **4. Any additional items the consultant believes should be added to the project.**

## **F. SELECTION PROCESS**

Explain how the firm can conduct this study and why it is qualified. Proposals will be evaluated by the project team on criteria that include:

- Demonstrated understanding of the Scope of Services
- Previous experience with similar projects and other relevant agencies within the past six (6) years (min. two (2) examples)
- The overall quality of the proposal
- Cost of services

The city project team will review the submitted proposals and recommend a firm to the City Manager to enter into an agreement with. The recommendation will be based equally on the firm’s experience/capabilities, cost and project approach. The City of Oshkosh reserves the right to reject any and all proposals and to award the project in the best interests of the City.



**G. PROPOSAL SUBMISSION**

Submit one (1) high-resolution digital copy in PDF format of the proposal to [knieforth@oshkoshwi.gov](mailto:knieforth@oshkoshwi.gov) by 3:00 P.M. on November 15, 2024. Files over 10 MB will not be accepted via city email so a transfer link can be emailed with the proposal. Please title the email "City of Oshkosh - Inspections Codes, Permits and Fees Review RFP Submittal - YOUR FIRM NAME". Once the proposal is received, city staff will confirm receipt. It is highly encouraged that consultants contact Kelly Nieforth prior to submission if there are questions.

**H. BUDGET**

A budget will be determined based on information provided in submittals. Please provide information on services that city staff can conduct to reduce project costs.

**I. TIMELINE**

Below is the proposed timeline for the selection of the consultant and overall project. The City will accept questions about the RFP from consultants and will provide answers to those questions to all interested parties.

Item	Date
Formal Release Date of RFP	October 22, 2024
Questions From Consultants Due	November 4, 2024 at 3:00pm CST
City Answers Questions from Consultants	November 8, 2024 at 3:00pm CST
Proposal Deadline	November 15, 2024 at 3:00pm CST
City Review of Submittals	Week of November 18, 2024
Consultant Interviews (as needed)	Week of November 25, 2024
Contract Negotiations	End of November to Early December 2024
Common Council Approval	December 2024
Project Begins	January 2025
Project Completed	July 2025

*NOTE: All dates are tentative and subject to change.*

**J. PROJECT CONTACT**

Kelly Nieforth  
City of Oshkosh Director of Community Development  
(920) 236-5055  
[knieforth@oshkoshwi.gov](mailto:knieforth@oshkoshwi.gov)





# INSPECTION SERVICES DIVISION FEE SCHEDULE

Effective March 1, 2019

**\*\* To calculate fees for building projects use the higher of the fees by valuation or square footage \*\***

## BUILDING

*The below fee breakdown is for but not limited to:*

**New Buildings, Additions & Alterations, Interior Remodeling/Alterations, Decks, Fences, Patios, Steps, Porches, Driveways, Pools, Signs, Windows, Roofing, Siding, Demo/Razing, Ramps, Etc:**

<u>Valuation</u>	<u>Fee</u>
\$ 0 to \$ 1,000.00 .....	\$ 37.00
\$ 1,000.01 to \$ 2,000.00 .....	\$ 44.00
\$ 2,000.01 to \$ 3,000.00 .....	\$ 51.00
\$ 3,000.01 to \$ 4,000.00 .....	\$ 58.00
\$ 4,000.01 to \$ 5,000.00 .....	\$ 65.00
\$ 5,000.01 to \$ 6,000.00 .....	\$ 72.00
\$ 6,000.01 to \$ 7,000.00 .....	\$ 79.00
\$ 7,000.01 to \$ 8,000.00 .....	\$ 86.00
\$ 8,000.01 to \$ 9,000.00 .....	\$ 93.00
\$ 9,000.01 to \$10,000.00 .....	\$100.00
\$10,000.01 to \$20,000.00 .....	\$100.00 for the first \$10,000.00 plus \$6.00 for each thousand dollar valuation or part thereof
Over \$20,000.00 .....	\$160.00 for the first \$20,000.00 plus \$3.50 for each thousand dollar valuation or part thereof

*The below fee breakdown is for but not limited to:*

**New Buildings, Additions & Alterations:**

.....\$0.18 per square foot (Minimum of \$37.00)  
*(square footage includes all new areas including garages, basement/crawlspace and decks or porches)*

### **Additional Fees:**

New Construction: one or two-family structure

Early Start Permit (optional).....	\$100.00
Plan Examination.....	\$ 75.00
Wisconsin Uniform Building Permit Seal (cost + \$5.00).....	\$ 38.00
Sidewalk Grade Stake.....	\$ 15.00

New Construction: multiple family (more than 2 units) or commercial/industrial structure

Plan Examination.....	<i>see WI Dept of Safety and Professional Services schedule</i>
Sidewalk Grade Stake (when applicable).....	\$ 15.00

Additions or Alterations: one or two-family structure

Plan Examination – Deck, detached garages.....	\$ 25.00
Plan Examination – 1-story building.....	\$ 50.00
Plan Examination – 2-story building.....	\$ 75.00

Moving Permit: Under 500 sq.ft.....	\$ 50.00
500 sq.ft. or more.....	\$100.00

**See the current Property Record Maintenance Fee Schedule (page 5)**

**See the current Planning Services Division Fee Schedule (page 6)**

**Also see Miscellaneous Fees**

## MISCELLANEOUS

Commencing Work Without Permits .....	Triple Fee or \$100.00 plus the normal permit fee, whichever is greater
Reinspection .....	\$100.00 per reinspection
Annual Administration Fee (Contractor Pre-Pay Accounts) .....	\$25.00
Temporary Certificate of Occupancy .....	\$100.00 Initial - then \$50.00/month

## COMPLAINT BASED HOUSING INSPECTION (Violation Only)

Initial Inspection (per unit) .....	\$200.00
1st Reinspection (per unit) .....	\$ 75.00
2nd Reinspection (per unit) .....	\$150.00
3rd Reinspection (per unit) .....	\$400.00

## CODE ENFORCEMENT SERVICE FEE

Initial Notice .....	\$ 0.00
1 <sup>st</sup> Service Fee .....	\$100.00
2 <sup>nd</sup> Service Fee .....	\$200.00
Subsequent Service Fee .....	\$300.00

## SUMP PUMP DISCHARGE ONLY ENFORCEMENT SERVICE FEE

Initial Notice .....	\$ 0.00
1 <sup>st</sup> Service Fee .....	\$ 20.00
2 <sup>nd</sup> Service Fee .....	\$ 50.00
3 <sup>rd</sup> Service Fee .....	\$100.00
Subsequent Service Fee .....	\$200.00

## ROOMING HOUSE

Rooming House License (Annual) .....	\$100.00 plus \$15.00 per bedroom
Rooming House – Penalty for Late License .....	Double Fee for late renewal or operating without a license

**Also see Miscellaneous Fees**

## HEATING

<u>Valuation</u>	<u>Fee</u>
\$0 to \$1,000.00 .....	\$30.00
\$1,000.01 to \$10,000.00... plus \$16.00 per each additional \$1,000.00 valuation or part thereof	\$30.00 for first \$1,000.00
\$10,000.01 to \$25,000.00 .....	\$174.00 for first \$10,000.00 plus \$10.00 per each additional \$1,000.00 valuation or part thereof
Over \$25,000.00 .....	\$324.00 for the first \$25,000.00 plus \$5.00 per each additional \$1,000.00 valuation or part thereof
Plan Examination.....	<i>see</i> WI Dept of Safety and Professional Services schedule

## STORAGE TANKS

Installation & Removal of Tanks.....*see* WI Dept of Safety and Professional Services schedule

## ELECTRICAL

<u>Valuation</u>	<u>Fee</u>
\$0 to \$500.00 .....	\$30.00
\$500.01 to \$1,000.00..... plus \$8.00 for each additional hundred dollar valuation or part thereof	\$30.00 for the first \$500.00
\$1,000.01 to \$10,000.00..... plus \$17.00 for each additional thousand dollar valuation or part thereof	\$70.00 for the first \$1,000.00
\$10,000.01 to \$20,000.00..... plus \$6.00 for each additional thousand dollar valuation or part thereof	\$223.00 for the first \$10,000.00
Over \$20,000.00..... plus \$3.50 for each additional thousand dollar valuation or part thereof	\$283.00 for the first \$20,000.00

### **Annual Permits (Manufacturing Only):**

<u>Assessed Valuation</u>	<u>Fee</u>
\$50,000.00 or less .....	\$100.00
\$50,000.01 to \$100,000.00 inclusive.....	\$200.00
\$100,000.01 to \$500,000.00 inclusive.....	\$300.00
\$500,000.01 to \$1,000,000.00 inclusive.....	\$400.00
\$1,000,000.01 and over .....	\$500.00

**Also see Miscellaneous Fees**

# PLUMBING

	<u>Fee</u>
Minimum Permit Fee .....	\$30.00
Each fixture: New .....	\$ 9.00
Relocated .....	\$ 9.00
Replaced or roughed in for future use .....	\$ 9.00
Disconnect, abandon, or capping off of lateral (each lateral) .....	\$ 9.00
Sanitary or Storm Sewer connections at main in street or curb .....	\$50.00
Sanitary or Storm Sewers re-laid from main or curb to building or main to curb .....	\$50.00
Water Service connections at main in street or curb .....	\$50.00
Water Service re-laid from main or curb to building or main to curb .....	\$50.00
Water Service and Sewer repair .....	\$50.00
Private Wells .....	\$50.00
Plan Examination .....	<i>see City of Oshkosh Plan Review Fee schedule</i>

# RENTAL INSPECTION PROGRAM

Inspections	No Violations	All Violations Corrected within 30 Days	Violations NOT Corrected within 30 Days
Initial Inspection	\$0		
1st Reinspection		\$0	\$90+\$150= \$240 (Occupied Unit) \$75+\$150= \$225 (Vacant Unit)
2nd Reinspection and subsequent inspections			\$150

**Also see Miscellaneous Fees**

<b>Copies:</b>	8 1/2 x 11	<u>25¢ / page + tax</u>
	8 1/2 x 14	<u>25¢ / page + tax</u>
	11 x 17	<u>25¢ / page + tax</u>
<b>Faxing:</b>		<u>\$1.00 / page + tax</u>



# PROPERTY RECORD MAINTENANCE FEE SCHEDULE

Effective January 1, 2017

## PERMITS

(fee based on building permit valuation or square foot fee, whichever is greater)

*The below fee breakdown is for but not limited to:*

**Interior Remodeling/Alterations, Decks, Fences, Patios, Steps, Porches, Driveways, Pools, Signs, Windows, Roofing, Siding, Demo/Razing, Ramps, Etc:**

<u>Valuation</u>	<u>Fee</u>
\$ 0 to \$ 1,000.00	\$12.00
\$ 1,000.01 to \$ 2,000.00	\$15.00
\$ 2,000.01 to \$ 3,000.00	\$17.00
\$ 3,000.01 to \$ 4,000.00	\$19.00
\$ 4,000.01 to \$ 5,000.00	\$22.00
\$ 5,000.01 to \$ 6,000.00	\$24.00
\$ 6,000.01 to \$ 7,000.00	\$26.00
\$ 7,000.01 to \$ 8,000.00	\$29.00
\$ 8,000.01 to \$ 9,000.00	\$31.00
\$ 9,000.01 to \$ 10,000.00	\$33.00
\$ 10,000.01 to \$ 20,000.00	\$33.00 for the first \$10,000.00 plus \$2.00 for each thousand dollar valuation or part there of
Over \$20,000.00	\$53.00 for the first \$20,000.00 plus \$1.20 for each thousand dollar valuation or part there of

*The below fee breakdown is for but not limited to:*

**New Buildings, Additions & Alterations, Etc:**

\$0.06 per square foot (minimum of \$10.00)

(**square footage includes** all new areas including garage, basement/crawlspace and decks or porches)

*\*\* not to exceed \$10,000 on new construction \*\**

## PARCEL CHANGES

<u>Type</u>	<u>Fee</u>
Annexation	\$100.00
Attachment	\$100.00
Land Division	\$25 per lot + \$50
Combinations	\$25 per lot + \$50
CSM	\$25 per lot + \$50
Plat Final	\$25 per lot + \$50
Street Vacation	\$25 per lot + \$50
Other Requests	\$25.00



**PLANNING SERVICES DIVISION  
MISCELLANEOUS LAND USE ADMINISTRATIVE FEES**

**Effective: March 1, 2016**

:fee schedule 5/29/19

**ITEMS BEFORE PLAN COMMISSION:**

		Notification/ publication fee	
Access Control Variance		\$100	
Annexation / Attachment		\$100	\$50
Conditional Use Permit (CUP)	Recording \$40	\$300	\$50
Floodplain Map Amendment/Revision		\$450	\$50
Land Division	based on number of lots to be created	\$75 / Lot	
Other Requests		\$75	
Planned Development Review		\$400	\$50
Plats: Preliminary	\$1 per lot +	\$50	\$50
Final	\$25 per lot +	\$100	\$50
Privilege in Street		\$100	
Zone Change		\$300	\$50
Zone Change w/Conditional Use Permit/PD		\$600	\$50
Street Vacation		\$200	\$50
Variance to Subdivision Regulations		\$100	
Ordinance Revision/Citizen Request		\$200	\$50
Comprehensive Plan Land Use Amendment		\$700	\$50
Design Standards Variance		\$75	
Notification Sign		\$25	
Neighborhood Meetings mailing:		0 - 50 notices	\$100
		51 - 100 notice:	\$200
		101+ notices	\$2 / notice
Commencing Work Without Permit		\$100	
Short Term Rental		\$40	

**SITE PLAN REVIEW FEES:**

**Multi-Family Residential, Commercial & Industrial**

	<u>Bldg/Addition/ Impervious Area</u>	<u>Disturbed Area</u>	<u>Inspection Fee</u>	<u>Total</u>
Level 1	<10,000 sq. ft.	Less than 1 acre	\$425	\$525
Level 2	10,000 to 50,000 sq. ft.	1.01 to 10 acres	\$625	\$750
Level 3	50,001 to 100,000 sq. ft.	10.01 to 25 acres	\$775	\$925
Level 4	Greater than 100,001 sq. ft.	Greater than 25.01 acre	\$1,000	\$1,175

Fence (commercial & industrial) \$100

**Contract Consultant Service Fee** (i.e. stormwater, site engineering design, traffic engineering design, etc.)

Cost of City's contract development services consultant fee **PLUS** two percent (2%) administrative fee

**ITEMS BEFORE BOARD OF APPEALS:**

Variance to Zoning Ordinance	\$125	+ \$50
Variance to City Building Code	\$125	
Appeal to Interpretation	\$125	



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**Single Family & Two Family Structures**

New Construction: single family and two family	\$100
Additions: any addition/expansion of existing structure	\$50
Decks, Patios, Ramps: new or expansion/addition	\$40
Driveways: new or expansion/addition	\$40
Fence: new or expansion/addition	\$25
Garages, Utility Buildings, Sheds: new, expansion/ addition or raze & rebuild	\$40
Parking Areas: new or expansion/addition	\$35
Pools: new or expansion/addition	\$30
Design Standard Zoning Verification Fee	\$30

**Multiple Family Structures**

Decks, Patios, Ramps: new or expansion/addition	\$30
Fence: new or expansion/addition	\$25
Pools: new or expansion/addition	\$50
Utility Buildings, Sheds: new or expansion/addition	\$50

**Other**

Landscape Review / Revision / Amendment	\$125
Floodplain Land Use Permit	\$250
Shoreland Land Use Permit	\$125
New Communications Tower or Class I Colocation	\$3,000
Mobile Vending	\$100
Quadricycle	\$100

**Signs**

New Pylon or Ground Sign	\$100
New Wall Sign	\$100
Electric Message Center Sign	\$125
Sign Face Replacement	\$50
Projecting Sign	\$100
Awning Sign	\$50
Other Signs as regulated by Ordinance	\$75
Sign Revision / Amendment	\$50

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**TEMPORARY USE PERMITS**

30 days or less	\$75
31 to 60 days	\$125
61 to 90 days	\$150

Multiple site fee: regular fee for first site + 50% of fee each additional site if all obtained at one time.  
(up to 4 sites total)

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**ZONING CODE ENFORCEMENT SERVICE FEES**

Initial Service Fee	\$0
1st Service Fee	\$100
2nd Service Fee	\$200
3rd Service Fee	\$300

**MISCELLANEOUS**

Chicken/Beekeeping License/Renewal	\$15
Condominium Plat / Administrative Review Only	\$75
Home Occupation License	\$25
Historical Tax Credit Research Fee	\$75/Hour + Costs
Land Division / Administrative Review Only	\$50
Lot Consolidation / Administrative Review Only	\$50
Mortgage Subordination Request	\$150
Sidewalk Café Permit	\$50
Certificate of Occupancy	\$100
<u>Zoning Compliance Letter:</u>	
Single Family and Two Family properti	\$35
Multi-family/Commercial/Industrial pr	\$80
Zoning Only Written Verification	\$30

**PARKLAND DEDICATION FEES:**                      Applies to all residential final plats, condo plats and CSM's

<b><u>Lot Fees:</u></b>	Single Family	per lot	\$200
	Multi-Family	per lot	\$165
<i>Lot fees due at time of platting</i>			
<b><u>Unit Fees:</u></b>	Single Family	per lot	\$200
	Multi-Family	per lot	\$165
<i>Unit fees due at time of building permit application</i>			

<b><u>MAPS:</u></b>	<b><u>Site Plan and Floodplain</u></b>	8 1/2 X 11	(7.14 + .36)	\$7.50
		11 X 17	(10.48 + .52)	\$11.00
	<b><u>City Map with Street Listings</u></b>			
		Black & White -- Available from PUBLIC WORKS		
			Color (SPECIAL ORDER - refer to Jeff)	\$25
	<b><u>Specialized</u></b>	8 1/2 x 11	Base fee	\$75 per hour
		8 1/2 x 14	Base fee	\$75 per hour
		11 x 17	Base fee	\$75 per hour
		Larger than 11 x 17	Base fee	\$75 per hour
	<b><u>Zoning</u></b>	1500 scale, Color	(12 + .60)	\$12.60
		1000 scale, Color	(20 + 1)	\$21

**DOCUMENTS:**

<b>2005 Comprehensive Plan *</b>	Hard Copy	(10 + .50)	\$10.50
	CD	(5 + .25)	\$5.25
<b>Zoning Ordinance **</b>	Hard Copy	(15 + .75)	\$15.75
<b>Historic District Survey **</b>	Hard Copy	(10 + .50)	\$10.50
	CD	(5 + .25)	\$5.25
<b>Bike and Pedestrian Plan *</b>	Hard Copy	(10 + .50)	\$10.50
<b>Sustainability Plan **</b>	Hard Copy	(10 + .50)	\$10.50

<b><u>Copies:</u></b>	8 1/2 x 11	25¢ / page + tax
	8 1/2 x 14	25¢ / page + tax
	11 x 17	25¢ / page + tax
<b><u>Faxing:</u></b>		\$1.00 / page + tax



## WEIGHTS & MEASURES DIVISION FEE SCHEDULE

Effective January 1, 2017

<u>Description</u>	<u>Fee</u>
Annual Base Fee	\$ 50.00
Bundled Firewood Dealer	\$ 20.00
Electric Pill Counter	\$ 35.00
Fabric Measuring Device	\$ 20.00
Group 1 Scales (1-30 lbs)	\$ 55.00
Group 2 Scales (1-20 lbs) PLU	\$ 60.00
Group 3 Scales (31-500 lbs)	\$ 60.00
Group 4 Scales (501-10,000 lbs)	\$ 65.00
Group 5 Scales - Hi Accuracy (grams)	\$ 65.00
Group 6 Scales (10,001-200,000 lbs)	\$ 75.00
High Speed Measuring Devices	\$ 60.00
Linear Measures	\$ 10.00
Liquid Measuring Devices	\$ 55.00
Package Checking	\$ 35.00
Pharmacy Weights (per set)	\$ 50.00
POS Scanners (3 or less)	\$150.00
POS Scanners (4 - 10)	\$240.00
POS Scanners (11 or more)	\$ 25.00 per scanner
Reverse Vending	\$ 55.00
Taxi Meters	\$ 50.00
Timing Devices	\$ 20.00
Vehicle Tank Meters	\$ 65.00
Wire & Cordage Measures	\$ 20.00
Penalty for Late Registration	\$150.00
Penalty Fee for Device (non-registration)	triple device fee
Re-Inspection Fee	\$ 50.00

11/08/2024

**Questions from consultants for Inspections Codes, Permits and Fees Review RFP**

**1. Does the review of the City's Municipal Codes include only those local codes that are separate from the required Wisconsin DSPS building codes?**

The review only includes local codes that the city has the ability to amend.

**2. Does the City have established budgets for these two projects? And if so, can those budgets be shared with proposers?**

There is no set budget but the city has funds available to use.

**3. Does the City have desired start and end dates for the Development Review Process Assessment and the Inspections Codes, Permits and Fees Review?**

The City would like to have the project start in January of 2025 and be completed by July 2025 in order to budget for any costs in 2026 that are recommended as part of the study.

**4. Does the City anticipate the need for any presentations before City Council?**

If Council would like a presentation, then we would ask the consultant to present to Council. Please include the cost for a Council presentation.

**5. Is it the City's desire to have the same consultant firm managing both projects or could two different firms lead the respective projects? With both RFPs out concurrently, how does the City envision both projects working together?**

No, the city will not require that the consultant is the same for both projects. Two different firms can work on each project. The city does not anticipate that the firms will need to coordinate with each other on specific aspects of each plan. City staff will handle coordination if necessary.